

**Milly Southworth**

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**To:** Cornwall Pension Fund  
**Cc:** Zoe Johnston; Matthew Davies  
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**Employer Newsletter**  
**June 2024**



## Annual Benefit Statements (ABS)

Annual Benefit Statements are now available for our members to view via My Pension Online. As previously mentioned in our March Employer Meetings, paper statements will no longer be posted. Members will receive a letter from the Fund from the 24<sup>th</sup> June with instructions on signing up to our online portal and accessing their statements. This will also include details of how members can request a paper statement if they are not able to access My Pension Online.

Should any member have difficulty accessing My Pension Online please direct them to: [pensions@cornwall.gov.uk](mailto:pensions@cornwall.gov.uk)

## Annual Pension Roadshow

The Cornwall Pension Fund is hitting the road! From the 15<sup>th</sup> to 26<sup>th</sup> July, we will be touring Cornwall to offer our members the chance to come and discuss their LGPS pensions with us. Our experienced staff will be available to answer member's questions, assist with Annual Benefit Statements (ABS) and help register for My Pension Online.

Members can come and find us at the following locations between 9am-5.30pm (dates below):

- **St Austell**, Carlyon House, Room 1 - Monday 15 July
- **Newquay**, Mount Wise Centre - Tuesday 16 July (no presentation)
- **Bodmin**, Chy Trevail - Wednesday 17 July (no presentation)
- **Bude**, Parkhouse Centre, Room 2/3 - Thursday 18 July
- **Pool**, South Wheal Crofty, Bickford Building - Monday 22 July
- **Penzance**, St Johns Hall, Alverne Room - Tuesday 23 July
- **Liskeard**, Liskeard Public Hall, Emily Hobhouse Room - Wednesday 24 July
- **Truro**, New County Hall, Long Gallery - Friday 26 July

Members are welcome to drop into these events and there will be 30 minute presentations at 12.30pm and 4pm covering the benefits of the Local Government Pension Scheme (LGPS). **Attached is a poster for these events, please share this information with your employees who are members of the LGPS.**

## Payroll Reference numbers

We have been using i-Connect for 18 months and are continually seeking ways to improve this process. Recognising the challenge employers face in maintaining both payroll and pension reference numbers, we are making a change: You will no longer need to maintain the payroll reference number but **must** still maintain the pension reference number. The pension reference number is used to record a member's continuous period of service in the Fund.

If you submit your i-Connect data via CSV, then the column for pension reference is called PAY\_REF\_1 and is in column B - these need to be maintained and remain unchanged. The column for payroll Reference is called PAY\_REF\_2 and is in column C - this field can now be used for your own reference if you wish.

If you are a multiple payroll provider (MPP) employer, then these columns move along once to the right to allow for an additional column in column A, meaning the above are in columns C and D respectively.

*As mentioned in previous newsletters, any corrections to a member's pension reference number which require us to complete manual changes may incur a cost to the employer of £100 plus VAT per hour, with a minimum charge of one hour.*

If you have any queries or need any support with your i-Connect submissions, please contact [employerdata@cornwall.gov.uk](mailto:employerdata@cornwall.gov.uk)

## **Year-end feedback**

We have now completed our first year-end with i-Connect. Overall, this was a success and thank you for your cooperation during this process.

As part of this exercise, we identified some cases where historic errors in the monthly submissions caused discrepancies at year-end. Going forward, we may request employers to send their monthly data to the Fund before submitting to i-Connect.

This will enable us to better support you in your submissions, identify discrepancies early and allow us to retain historic records if required.

Our Employer Data Officers will contact you individually if we feel this is necessary. However, if your organisation would like extra support in checking your i-Connect submissions, please do not hesitate to contact [employerdata@cornwall.gov.uk](mailto:employerdata@cornwall.gov.uk)

## **Annual Member Survey 2024**

The Pension Fund would like to engage with its members to find out their views on responsible investment and the Fund's approach to responsible investment. This will allow the Fund to better understand the views of Scheme members on issues such as climate change. The feedback will then be taken into account when the Fund conducts its annual review of the Fund's Responsible Investment Policy, later in the year. It will also allow the Fund to establish the best way to communicate with its members on the progress the Fund is making with regards to responsible investment.

Our fourth annual survey will be published shortly to take part in the short survey, please visit <https://letstalk.cornwall.gov.uk/cornwall-pension-fund>.

## **REMINDER| Casual members**

We have recently identified a number of members who have not earned pension benefits for a considerable period across our employers.

His Majesty's Revenue and Customs (HMRC) state that it is good practice to remove employees from the payroll system if they have not been paid for a significant period.

By leaving these employees as active members of the Local Government Pension Scheme, not only could there be an increase in your liabilities due to incorrect membership data at the

next valuation, but this could also result in incorrect death benefits being paid if a member were to die whilst still an active member of the scheme.

We recommend taking an opportunity to review your current casual roster. Find out when the members last worked or were paid and consider whether or not to make them a leaver, if they haven't worked for a significant time.

If you decide to make them a leaver, please record the leaving date and reason on your next i-Connect submission. It is important that employees are not added to your i-Connect files until they have paid their first contribution, regardless of whether they were hired before this date.

If you have any questions, please contact the Employer team on [employerdata@cornwall.gov.uk](mailto:employerdata@cornwall.gov.uk)

## REMINDER| Employer discretions

Under the Local Government Pension Scheme (LGPS) Regulations, each Scheme Employer **must** create, publish, and keep under review a discretions policy outlining certain pension discretions they can exercise in relation to their employees. This is also stipulated in our Pension Administration Strategy.

Employers must provide a copy to the Fund within 3 months of joining the Fund and then keep under review every 3 years and this should be forwarded to us accordingly after each review. Thank you to those employers who have already submitted their policy to us. To date, we have still not received the employer discretions policies from a considerable number of employers, **please forward this to us as soon as possible to comply with the LGPS regulations and the Pension Administration Strategy.**

If you have not submitted your discretions policy to us, you will not be able to exercise any of the options covered in those discretions. For example, you will not be able to permit any of your employees to take flexible retirement until your discretions have been submitted.

The Cornwall Pension Fund cannot influence the approach of Scheme Employers completing their policy. This should be decided by the employer and align with the organisation's wider policies. However, we do offer a guide the discretions required, this is available on request through [Daniel.pattingale@cornwall.gov.uk](mailto:Daniel.pattingale@cornwall.gov.uk).

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## Contact:



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